

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department for Children and Families		9. Position K0233594	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Administrative Specialist		
3. Division Legal			12. Proposed Class Title		
4. Section	For Use By Personnel Office	13. Allocation			
5. Unit Foster Care and Residential Licensing Division		14. Effective Date			
6. Location (address where employee works) City Topeka County SN		15. By	Approved		
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: AM/PM To: AM/PM	17. Audit Date: By: Date: By:			Position Number	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Scott Henricks	Deputy Director	K0231170

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The position will function under the general guidelines provided by the supervising Deputy Director with input from other administrators. Instructions and guidelines will be provided for decision-making. The employee is responsible for a region of the State. Duties are also assigned by the supervising Deputy Director.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. 35% E	Application processing: <ul style="list-style-type: none"> Enters initial, NRKIN and move application data into CLARIS and creates both computer and paper files; Reviews the Notice of Survey Finding completed by surveyor for areas of noncompliance indicated. If areas of noncompliance, give to supervisor for follow-up and possible enforcement. Provides information about programs and activities and respond to questions regarding application and regulatory procedures to child placing agencies, licensees and applicants. Issue licenses.
2. 35% E	Maintains paper and CLARIS electronic files on family foster homes within a specific geographic region of the state: <ul style="list-style-type: none"> Distributes pertinent communication according to procedure and guidelines; Manages own high volume workflow to ensure timely completion within guidelines; Reviews statutes and regulations to increase knowledge in order to provide appropriate information to local child care contractors, child care service providers, parents, other agency personnel and the public; Suggests changes in services, policy or procedure to supervisor to correct deficiencies in current processes and satisfy customers; Based on surveyor recommendations, enter information into CLARIS to produce licenses, closure letters, temporary permits (for applicable applications).
3. 20% E	Renewals <ul style="list-style-type: none"> Monitors Family Foster Home renewals: Tracks late renewals Tracks responses; makes notations in CLARIS Notifies Child Placing Agencies of late renewal Informs DCF staff members of actions taken on cases via email Informs supervisor if renewal paperwork is needed so supervisor can determine if enforcement action is needed Maintains late renewal spreadsheet (Excel); Prepare annual reports utilizing data mined from the late renewal spreadsheet;
4. 10%	Misc. <ul style="list-style-type: none"> Data entry of complaints on complaint log. Mail processing Other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 () Plans, staffs, evaluates, and directs work of employees of a work unit.
 () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Local, State, Federal Government Officials, Community contacts, Private Consultants, Owners, Operators, Legislature, and other DCF Program Staff.

25. What hazards, risks or discomforts exist on the job or in the work environment?

General working conditions – working under florescent lights, computer work eye strain, working under deadlines, working with demanding public and irate employees can cause stress. Sitting for long periods of time, and bending and stooping sometimes required for filing.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Computer, phone, copier, fax and scanner.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Two years of experience in general office, clerical and administrative support work.

Education or Training - Special or professional

License, certificates and registrations

Special knowledge, skills and abilities

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date